

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
APRIL 13, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. on April 13, 2000. Dr. Jim Pearson was not available so the meeting was lead by Chair-elect Dr. Charles Brokopp. Dr. Brokopp followed the agenda distributed previously to board members. Action items from this meeting are shown in Attachment A, incomplete action items from past meetings are shown in Attachment B, and the list of participants is shown in Attachment C.

AGENDA ITEMS

Approval of Minutes

The draft minutes of the previous meeting were reviewed and approved. The board then reviewed progress on the list of Action Items which has been updated to reflect this discussion.

Letter from Norine Noonan

There was general discussion of the letter from Dr. Norine Noonan, Assistant Administrator for the Office of Research & Development, in response to Dr. Jim Pearson's letter requesting future EPA support of NELAC. The board will develop options for the future funding of NELAC to present to Dr. Noonan.

Summary of NELAP Accrediting Authority Meetings

Current issues discussed by the accrediting authorities are timing of announcement of first round of accredited laboratories, accreditation of preparatory methods, and PT costs and availability.

Chain of Custody

Dr. Wilson Hershey was invited to address the board to present ELAB's position on chain of custody as written in Chapter 5 of the NELAC standards. ELAB contacted the Quality Systems Committee requesting that section 5.12.4 be removed from the standards. ELAB feels that the standard as written may result in the legal chain of custody being applied in routine analyses, resulting in a decided increase in the burden on the laboratories. In response, the Quality Systems Committee is modifying some of the glossary terms to clarify the intent of the section. However ELAB still felt that the entire section should be removed. Ms. Hankins will poll the board to get their input on whether the board should recommend to the Quality Systems Committee that the section be removed.

Availability of PT Samples

Ms. Hankins presented an issue that had come to her attention concerning the potential difficulty in laboratories wishing to be accredited in the first round, analyzing two PT samples by July 1, 2000. Ms. Hankins will poll the Accrediting Authorities to see if any laboratories have notified them of difficulty in completing two PT samples by July 1, 2000.

NELAC VI Keynote Speaker

The board discussed suggestions of potential keynote speakers for the annual meeting. All

suggestions should be sent to Dr. Pearson.

NELAC VII

Ms. Hankins presented the option of having the next interim meeting in Las Vegas. Plans are to move the NELAP program to EPA-NERL-Las Vegas, and having the meeting in Las Vegas will facilitate the attendance of NERL-LV management. In addition, Ms. Lisa Doucet, has encountered difficulties in obtaining space in Washington, DC in November-December. The final factor for recommending Las Vegas was the lower cost. The Board expressed support in having NELAC VII in Las Vegas, although it will be less convenient for EPA headquarters participants. Ms. Doucet will investigate convention facilities and get quotes.

Proposed Source Emission Standard

The board discussed the current status of the Field Activities Committee's proposed source emission standard. Information previously supplied by Dr. Ken Jackson confirmed that the proposed standard was modified to eliminate qualification of samplers.

NELAC VII

Dr. Brokopp reported on the status of preparation for NELAC VII. The meeting is scheduled for May 22-25, 2001 at Little America in Salt Lake City, Utah.

ISO 17025

Ms. Labie presented several issues that were discussed at the Annual QA Meeting in Albuquerque regarding the incorporation of ISO 17025 into the NELAC standards. One issue concerned the cost of purchasing the standards by committee members, and the second issue concerned the use of exact ISO language in the NELAC standards. The board agreed to form a workgroup to investigate the integration of ISO 17025 in the NELAC standards. Ms. Jackie Sample, and Dr. Frederic Siegelman will co-chair the workgroup. Ms. Sample and Dr. Siegelman will begin selecting workgroup members. The first task of the workgroup will be to investigate the cost of purchasing multiple copies of the standard for NELAC committee members.

Program Policy & Structure Committee

Members of the Program Policy and Structure Committee requested that the Board approve an exemption to the Policy on Membership to allow Dr. Marcia Davies to serve another term. For various reasons, the remaining voting members do not feel that they can take on the duties of committee chair at this time. The Board suggested soliciting a new member who would be willing to serve as chair. However, the Board agreed to grant an exemption if other alternatives were not feasible. Dr. Davies also requested that the board grant an exemption to allow a contributing member rotating off this year to complete the term of a member who recently resigned. The board approved the extension.

Next Meeting

The next meeting of this board is scheduled for May 4, 2000 and will include the NELAC committee chairs.

**NEW ACTION ITEMS
NELAC BOARD OF TELECONFERENCE
MARCH 9, 2000**

Item No.	Action	Status
1.	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	on-going
2.	Ms. Hankins will send a note to Ms. Finazzo to see if she has contacted the On-Site Assessment committee to relay Board decisions on scoring and attendance of the basic assessors training.	
3.	Ms. Labie will send the training material for the committee chairs to Ms. Hankins. Ms. Hankins will distribute to the committee chairs for comment.	
4.	Mr. Wilson Hershey will request that ELAB, ACIL, and any other laboratory organizations identified by either group, provide input on their position on delaying announcement of the first round of accredited laboratories.	
5.	Ms. Hankins will poll board members for their input on 5.12.4 (chain of custody) to determine if the Board would recommend to the Quality Systems Committee that this section be removed.	

INCOMPLETE ACTION ITEMS FROM PAST MEETINGS

Date of Meeting	Action	Status
01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to Dr. Irene Ronning.	On-going
9/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
10/28/1999	Ms. Barbara Finazzo will coordinate contact of USEPA regional tribal coordinators to determine extent of existing tribal environmental programs, and interest in NELAC	Definite interest found; will continue to explore options.
12/2/1999	Ms. Hankins will distribute recent Federal Partners' meeting minutes in which exemption of federal agencies as secondary accrediting authorities is addressed.	On-going
1/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
1/18/2000	Dr. Jackson will update a mailing list and finalize a letter to encourage participation in NELAC committees.	Will send letter out
	Board members will place follow-up calls to recipients as needed.	On-going
1/18/2000	Dr. Pearson will request a meeting with Deputy Administrator McCabe for NELAC board members.	Complete
2/10/00	Dr. Pearson will send his written appointment of Richard Sheibly to the On-site Assessment committee shortly.	Complete
2/10/00	Ms. Finazzo will check on the relevance of a presentation at the 2000 ACS national meeting and report back to the board.	On-going
03/09/00	Ms. Finazzo will contact On-Site Assessment Committee to relay Board decisions on scoring and attendance of the basic assessors training.	

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
MARCH 9, 2000**

Name	Affiliation	Telephone Numbers
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